(65-P)

G. R. S. IX-51

Previous references.

S R 12 11 88 1-8 B May 13

S R 19 1388 9 col 13-19 B June 15

1913 14 SR

File No. 1999-13

Serial Nos. 1-4

Later references.

Stamps 15—19 (1-2)

" 14—19 (1-6)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-4

Part B for November 1916

SUBJECT.

Transfer of the stock of water marked paper from the stamp manufacturing Office & of the supply of stamps

S C 4 Mo order

Approves of the revised rules regarding the control manufacture custody supply and sale of stamps—

D 88—GPB—50,000—24-7-16

In Parliament records 9-1-1917—

G R.S. 11]

1913

GENERAL AND REVENUE SECRETARIAT.

(Spl)

NOTES

File No. 179-12

FILE HEADING.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

In para 3 of G O no $\frac{7\text{l}\,6799\text{-}801}{\text{S. R. }121\text{-}11\text{-}8}$ dy 19.5.1913 it was ordered that the custody of blank water marked papers intended for being stamped including the three-pie paper be transfered to the Superintendent of Stamps Post owing to want of accommodation in the latter office

NOTES—First Sheet.

GPB—35,000—15-6-12

General and Revenue Secretariat. | G. R. File No. of 191 3

Serial No.

and the inadequacy of its staff the transfer of stock was ordered to be held in abeyance until the Manufactory is shifted to the new building near the Govt Press vide para of G O no 1030-3-S.R 19-13-4 dt 22 8 13

2 The Manufactory has been removed to the new building and additional accommodation to the Stamp Supdts Office has also been provided out of the rooms occupied by the Manufactory before It is therefore for consideration whether the transfer of stock cannot be given effect to now The question of readjustment of staff between the two Offices and of strengthening staff of the Stamp Supdt is however under consideration of Govt and it may be some time before orders are passed thereon

3 The transfer of the Stock of paper involves some changes in the procedure prescribed in G.O no 6577 80 Rev 1459 dt 25 11 1898 for the Manufacture Custody and Supply of Stamps The Com of Stamps may perhaps be asked to suggest the necessary amendments to the Rules in consultation with the Comptroller

NOTE.—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

General and Revenue Secretariat.

S.R File No. 179 of 1913

Serial No.

Submitted for orders

ASR SW 108 17/6 18/6

4 A suitable draft-may be put up

Hm 19/6

5 A draft is accordingly submitted for approval

ASR 108 20/6 pl/m to the orders

Hon Member 20/6.

nos 1623

6 Draft approved by the Hon Member

Hm 21/6

Lett 21/6

To The Com of Stamps

no 7E 6234 D 15 6 14

Requests him to propose in consultation with the Controller, suitable amendments to the Rules prescribed in the G.O of 25 11 1898 in regard to the manufacture Custody and Supply of Stamps. Also requests him to state when the transfer of new Steel of plain paper Stamp to the Security Press is to be effected

From The Com of Stamps

no 105 D 30 14

States that a draft embodying the necessary amendments to the Rules laid down in the G.O of 25 11 1898 will be submitted to Govt as early as possible and that he

NOTE—Contn. sheet.

GPB—60,000—7-11-13

General and Revenue Secretariat.

S R File No. 179 of 1913

Serial No.

has permitted the Supdt, Stamp Manufactory
& the Stamp Supdt to effect the transfer
the stock of Stamp papers as from 1st July 1914

8 Submitted for perusal The further reference
regarding the amendment of rules maybe awaited

ASR 10/8/14

Ye, 11/7/14

From The Com of Stamps
no 1718 D, 20 8 14

States that it has not been found
practicable to give effect to the transfer the stock
of paper to the Office of the Supdt of Stamps & that
it will not be possible to do so till favorable
orders are passed on the proposals for the
of the estabt of the two

10 Submitted for orders The file re
the revision of the establishments of the two offices
is before the First member

It will be seen that the transfer
of the stock could not be effected as the Supdt of
Stamps said that with the two men (Store Keeper
and accountant) whom Yates could spare the it was not possible to get through
work of the Stock Branch The Strength of the
latter at present is as follows

NOTE—Contn. sheet.

G P B—60,000—7-11-13

General and Revenue Secretariat.

S R File No 179 of 1918

Serial No.

Store Keeper (30-2-40)

Accountant 25

Cashier 15

Watcher & Book binder } 12

Besides the above the following temporary establt has been allowed to be entertained until further orders pending revision of establt

1 Cashier 15

1 -do 12

1 Packer 8

The Supdt Stamp manufactory is willing to spare only the Store keeper & the accountant to go with the stock but the Supdt apprehends that the work cannot be managed with this staff. It would perhaps be possible to depute the transfer of in addition to the 2 men at least the temporary men are also sent to the Stamp Supdts office. It is not clear why this cannot be done as after the transfer of the stock there will not be enough work for all the other five men.

The question of the revision of establishment is Scheduled matter and it will be some time before this decided. If for consideration if the transfer of the stock may be deferred till then.

Submitted

NOTE—Contn. sheet.

108 2718 SW 8/4 8PP—10,000—18-6-11

G R S. 12]

General and Revenue Secretariat.

S R File No 179 of 1913

Serial No.

13. Transfer of stock may probably be deferred till orders have been passed on the question of establishment

Sec'y)

28-8-14

First Member)

Dmuzafolas 29/8

29/8

This paper which had been lost in the S.R. Branch was traced by Head Asst on 30/1/15 under Flimsy S.R. 9-1-15

Orders passed in S O no 76 (85-90 S.R. 15-13 18 dy 18.5.1915 regarding H in Stock

OFFICE OF THE INSPECTOR-GENERAL OF REGISTRATION IN MYSORE.

Bangalore, 8 1 1916

Sir II
Engd
D O
pm
8/1/16

My dear Macgregor

Connected with the submission for the approval of part of the revised rules relating to the Local Manufacture Custody Supply & Sale of stamps I find that it is necessary to get them on thin typewritten or printed sheets instead of the foolscap Treasury manual so to get the rules typed in this office to avoid such a hopeless task, for

NOTE—Contn. sheet.

There is only one type writer available and ~~as~~ their work keeps it going practically all day long. I therefore obtained quotations from local firms both for ~~the~~ purchase & hire & find that while the rates for the former range from Rs 10/- to Rs 12/- those for the latter run up to Rs 15/- But there is one decided advantage in getting the rules typed and that is it costs the same to get ten or one hundred copies struck

[illegible] Rest of paragraph illegible

So the balance of weight is decidedly in favour of getting the rules printed by you which you could kindly do for me the early part of next month? If however, I may get the work done at the Govt Press it will solve the problem in the most satisfactory manner possible & shall be obliged if you would let me know early how I am to proceed further in the matter

Yours sincerely
P K Raghavendrachar

PTO

R. S. 12]

General and Revenue Secretariat.

S R File No. 179 of 1913

Serial No.

15 The Stamp Comr's D O letter Subd with reference to paragraph 8 of these notes

16 As it is the draft rules that are called for it is not clear why printing is necessary and how copies of the rules struck off before Govt approve of them can be useful

17 The existing rules in Appendix 7 to the Treasury Manual comprise 12 pages of printed matter and the Stamp Comr states that it is not possible to have the draft rules typed as the only type writer of his office will be fully engaged always. He stated that the cost of getting the rules typed in private firms ranges from Rs 10 to Rs 12 /- & of printing them to Rs 15/

18 The proposal to have the draft printed in the Govt Press seems however to deserve consideration. The rules when approved by Govt will have to be printed as annexure to the G.O on the subject and so the Supdt of the Press may perhaps be asked in the meantime to have the rules set in type and send two proof copies to the Stamp Com for submission to Govt as draft final copies being struck off after orders of Govt are passed

Subd for order

ASR 10/1/16

A draft letter as per para 18 may be put up. The Press Supdt will have to be asked to print

ks 13/1/16

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat.

S R File No. 179 of 1913

Serial No.

Draft Subd
Approved Received 18/19 16
13/1
21 Mysore
Vol I
21/1/16

2 To The Comm of Stamps
H 3506 (a) 22 1 1916
With reference to sd I requests that the rules may be sent to the Supdt Govt Forms for them set in type, proof Co being received by him for submission to Govt
H 3506 (a) 22 1 1916
Forwards copies of the above to the Supdt Govt Forms for information and necessary action

3 From the Commissioner of Stamps
No. 659 dy 10 6 16
Forwards for approval two copies of the final proof containing the revised rules re the control manufacture custody supply and sale of stamps

22 The revised rules have been framed in consultation with the Comptroller Please see Stamps Commissioners letter no 167 dy 9 9 1916

N

VOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12

General and Revenue Secretariat.

S.R. File No 179 of 1913

Serial No.

23 The several additions alterations made are, namely, the result of the following

(1) Transfer of the Stock of undatermarked bearer for printing stamps from the Stamp Manufactory to the custody of the Supdt of Stamps G.O. no $\frac{\text{Fe } 6799-801}{\text{S-R-191-11-8}}$ dt 19 5 13

(ii) Introduction of Special three pie Petition Paper and Copy Stamp Paper

The additions made and reference to existing Rules are indicated in Pencil in the Margin of one Proof copy

24 Some of the additions are based on the Madras Rules and reference to the latter is indicated in proper places

25 A copy of Vol II of the Mysore Treasury Manual containing the existing rules and a copy of the Madras Stamp Manual are put up Submitted for orders

ASR 29/8

26 Draft S.O. can be sent

Mr. 30/8 up

4/9/16

ASR

27 Draft G.O. Submitted

ASR 5/9 Mr. Rev Sec'y

7/9

Draft with the proof copy of the Rules is submitted for approval This is a Council Matter -

1/9 Member 2 2nd Member

8.9 GM

1/9 8.9

NOTE—Contn. sheet.

(with Work)

GPH—70,000—17-12-15

3292

(10

G. R. S. 12]

General and Revenue Secretariat.

SR File No. 179 of 1913

Serial No.

17 That when the remains of the Imperial Rose Bush

Ll

Ll 18/9/16

Rest by) Do not allowance made proposals if any received Ll 18/9

32

The file relating to the removal of the Establishments of Govt. Offices & of the Depot of Stamps & of the Depot of the Manufactory which was sanctioned on 18/5/1915 is herewith submitted as the same was sent in another connection it was not possible to put it up earlier

M-PM 33 The Removal of Establishment to

28/5/16. meet the requirement work of the several offices has been sanctioned already as pointed out above

Ll 25/9

Revd)

2nd Member) 34 Ll 25/9/16

Ll

Ll 6/10

Ll

80

6.10.16

This is a two Members Subject Ll

18th Member)

Revd 20.10.16

Ll

306 20.10.16

Ll

23/10

3) May this be joined now? (Ref to para above) The appears to be a two Members Subject

Revd 28 Yes Ll Ll 26/10

NOTE—Concurrent

G. R. S. 12]

General and Revenue Secretariat.

S-R File No. 179 of 1913-14

Serial No. 4

To The Comm^r of Stamps
The Comptroller to Govt
Dy Commrs of Districts
No 7E 2270 79 & 2 11 16
Approves the revised rules

Reference is invited to the Rev Secy
order Dy 7/12/16 on the margin of the 1st
page of the Draft re the translation of the
Rules

It is perhaps also unnecessary
publish the rules in the Supplt Gazette
Plain Copies at the Disposal of
the Public, relate solely to departmental
matters and do not concern the public

Subs for orders

The rules relate chiefly to departmental matters and embody the changes due to the custody of the plain paper being transferred to the Stamps Superintendent They do not therefore require to be published in the Gazette or placed at the disposal of the Press

21.12.16

No neither need be done -

21 12 16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

Calls for proposals to amend
the Rules re the Manufacture
Custody & Supply of Stamps

G. R. S. 26]

File No. 179-13

Serial No

Diary No. of letter replied to

No. 7(6234
dt 25 June/14

General and Revenue Secretariat
(Sep Rev)
the *191*

To

The Commissioner of
Stamps in Mysore

Date of issue 25 June/14

Sir

Signed by Lt Ramachandra Rao

In connection with the transfer of the stock of plain water marked paper to the Stamp Supts office from the Stamp Manufactory ordered in G.O. no 7(6799-801 S.R. 121-11-8 dt 19.5.13 I am directed to request you to be so good as to propose in consultation with the Comptroller suitable amendments to the Rules prescribed in G O no 6577-80 Fin 1459 dt 25.11.1898 in regard to the Manufacture

over.

SUBJECT.

Custody and supply of stamps

I am also to request you

state with reference to para 1 of G O

no. 7C 1030-3 dy 22-8-13 when the transfer
SR 19-13-4

of the stock referred to is proposed to

be effected

I have &c

Asstt. Secretary

Subject to the provisions
with reference to para 3
of the Govt. Order No. [illegible]

20/6/14

List of enclosures,

Copied by

Examined by

GPB—25,000—8-8-11.

191

From

The Commissioner of Stamps
Mysore

To The Secretary to the
Govt of H H the Maharaja
of Mysore
Genl + Rev Depts

Dated 30th June 1914

Despatched

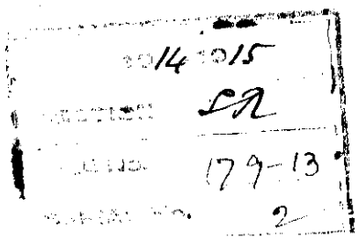
Received

General No 705
No

Enclosure No

Stating that Rules relating to Manufacture, Custody and Supply of Stamps will be suitably amended and submitted as early as possible and that the Superintendent of Stamps and the Superintendent Stamp Manufactory have been permitted to effect the transfer of Hand Stamp papers as from 1st July 1914

24



GPB—50,000—26-9-12

No 705

Office of the Commissioner of Stamps
in Mysore
Dated Bangalore 30th June 1914

From

Raghavendra Rao, Esq., B.A.,
Commissioner of Stamps in Mysore
Bangalore

Narasimha Rao, Esq., B.A.
Offg Secretary to the Government of
the Maharaja of Mysore
General and Revenue Departments

Sir

With reference tp your letter No Fl 6234/S.R.179-13-1 dated 25th June 1914 I have the honor to state that the rules relating to the Manufacture Custody and Supply of Stamps will be suitably amended and a draft embodying them submitted for the approval of Government as early as possible

2 As regards para 2 of your letter I beg to state that the Superintendent of Stamps and the Superintendent Stamp Manufactory having both reported that they were now prepared the one to take up and the other to hand over, charge of the stock of the blank [illegible] water-marked papers I have permitted them to effect the change from 1st July 1914 I have also approved of Mr Yate's proposal to send C Ramaseshaiyar Store Keeper on Rs 30-40 and M.Narnaiengar, Accountant on Rs 20/ of his office (i.e the Stamp Manufactory) to work in the office of the Superintendent of Stamps from that date pending the final orders of Government on my recommendation for the revision of the [illegible] establishments of both these offices

I have the honor to be
Sir
Your most obedient servant

P Raghavendra Rao
30.6.14
Commissioner of Stamps.

P.V.K.

Office of the Commissioner of Stamps

in Mysore

No 178

Dated Bangalore 20th August 1914.

From

P Raghavendra Rao Esq B.A B L

Commissioner of Stamps in Mysore

Bangalore

To

D.N.Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of

H.H. the Maharaja of Mysore

General and Revenue Departments

Sir,

With reference to ~~what was stated~~ in para 2 of this Office letter No. 705 dated 30th June 1914 re the transfer of the stock of watermarked paper to the Office of the Superintendent of Stamps I have the honor to forward herewith copies of letters(No dated 1-7-14 and No 44 dated 10-8-14) received from the Superintendent of the Stamp Manufactory and the Superintendent of Stamps respect ively, and to state that under the circumstances explained it ha not been found practicable to give effect to the transfer of the stock intended and that it is feared that it will not be possible to put it through also till favourable orders are received in the matter of the representation about the revision of the establish ments of the two Superintendents as detailed in this Office letter No. 186 dated the 8 th Instant

I have the honor to be

Sir

Your most obedient servant

P Raghavendra Rao 20.8.14

Commissioner of Stamps ~~in Mysore~~

PVK.

20/8/14

From

The Commissioner of Stamps
in Mysore

To

The Secretary to the Government
of H. H. the Maharaja of Mysore
General and Revenue
Departments.

Dated
Despatched } 20th August-1914

Received

General No 178
No

Enclosure No. 2

Forwards Copies of letters received from the Supdt of Stamps and the Superintendent Stamp Manufactory in connection with the transfer of Stock of water marked paper to the Office of the Superintendent of Stamps and states that the proposed transfer cannot be effected till favourable orders are passed on the proposed reorganisation of the establishments of the two Superintendents

DIARY No. 80

1914-1915
SECTION LR
FILE NO. 179-13
ITEM NO. 3

GPB—50,000—26-9-12

No 1

Office of the Superintendent

Government Stamp Factory

Dated Bangalore 1st July 1914

From

C H Yates Esq

Superintendent Govt Stamp Manufactory

Bangalore

~~From~~ To

P Raghavendra Rao Esq B A B.L

Commissioner of Stamps in Mysore Bangalore

Sir

With reference to your Nos 671 dated 20th June 1914 and 692 dated 26th June 1914 ordering the handing over charge of Stores to the Superintendent of Stamps I have the honor to ~~@@@@~~ inform you that deputed Storekeeper C.Ramaseshaier and accountant M Narain Iyengar to the the Superintendent of Stamps office to work under him and the Superintendent informs me personally that he has made representation to the Commissioner ~~and~~ awaits his reply and so he cannot take charge of the Stock of water marked paper until orders are issued

I have the honor to be

Sir

Your most obedient servant

(Sd.) C.H. Yates

Superintendent Stamp Manufactory

COPY

20.8.14

Commissioner of Stamps in Mysore

PVK.

20/8/14

No 44

Office of the Superintendent of Stamps in Mysore.

Bangalore, dated 10th August 1914

N. Krishnasawmi Rao Esq B.A B.L

Superintendent of Stamps in Mysore

To

P. Raghavendra Rao Esq B.A B.L

Commissioner of Stamps in Mysore

Bangalore

Sir,

With reference to your docket Nos. 671 and 5 dated the 20th June 14 and 2nd July 14 respectively I beg to draw your kind attention to my letter No 317 dated 29-6-14 and to state that with only the two hands that are proposed to be given to me it would be impossible to carry on the work of the distribution of especially the copy papers which would practically come to a standstill In gauging their stamp requirements the District are shooting so wide of the mark that indents are coming in absolutely without any intermission and it would therefore be impossible for any portion of this office establishment to be told off to the assistance of the Stock branch work. I have therefore deferred taking over charge pending the orders of Government on the matter of additional hands asked for for the stock branch

I much regret the delay in writing this letter which is in part due to the hope I first entertained of being able to detail a few counter and pressmen of my office for the Stock branch work That however as has been pointed above has become impossible.

I have the honor tobe

Sir

Yuor most obedient servant

(Sd.) N. Krishnasawmi Rao

Superintendent of Stamps in Mysore

" C O P Y "

Rec. 20.8.14

Commissioner of Stamps in Mysore

20/8/14

II/197 Rev

191

From

The Commissioner of Stamps

in Mysore, Bangalore

To

The Secretary
to the Government of H H the
Maharaja of Mysore
Revenue Department Bangalore

Dated 7th September 1915

Despatched 9th ---do---

Received

General No 167
No.

Enclosure No. Nil

States that a set of the revised Rules re the custody and supply of Stai have been forwarded to the Comptroller for remarks, and that the same will be submitted, after it is received back fr the Comptroller

-------000--------

DIARY No. 917

to N to 16
SECTION: S.R
127-14
2

No. 167

Office of the Commissioner of
Stamps in Mysore
Dated Bangalore 8th September 15

From

P. Raghavendra Rao, Esq B.A. B.L

Commissioner of Stamps in Mysore

B A N G A L O R E.

To

V Thyagaraja Iyer, Esq., M.A

Secretary to the Government of H H the

Maharaja of Mysore

Revenue Department Bangalore

Sir,

Adverting to your letter No 5821 dated 14th April last and subsequent reminder No 1112 dated the 28th ultimo calling for the submission of the revised rules re the custody and supply of Stamps I have the honor to state that a set of the revised rules have been forwarded to the Comptroller for remarks and that it will be submitted as early as possible after it is received back from the Comptroller

I have the honor to be,

S i r,

Your most obedient servant

P. Raghavendra Rao B.A. B.L.

Commissioner of Stamps.

8/9/15

211

G.R.S. 26]

File No. 179-

Serial No. 2

Diary No. of letter replied to 817

No. R 3506

General and Revenue Secretariat
(S.R)
the *19*

To

Dt 22nd Decr 15/1

The Comr of stamps
in mysore

Date of issue 22-1-16

Signed by W Shamanna

Sir

With reference to your D.O letter Dt 8.1.16 regarding the submission of the ~~draft~~ revised rules for the control, manufacture custody supply and sale of stamps I am directed to state that the draft rules may be sent to the Supt Govt Press for being set in type ~~and~~ two proof copies thereof being ~~sub~~mitted for submission to Govt As the rule

over.

SUBJECT.

have to be issued as an annexure to the G.O approving the same the said matter may be kept standing until the said order sent to the Press

Thanks

Secy to Govt Rev Dept

HT 21/1/16

Memo: H 3506 (a) & 22nd January 11/15
Copy of the above is forwarded to the Supdt Govt Press, for information and necessary action when the draft rules are received by him

B.O

HT

Secy to Govt
17.1.16 Rev Dept

List of enclosures,

Copied by

Examined by

GPB—20,000—25-9-10

II 13/6 19 GPS—100,000—29-7-41 A.S.O.

191

From

The Commissioner of Stamps

in Mysore Bangalore

To

The Secretary
to the Government of H H the
Maharaja of Mysore
Revenue Department Bangalore

Dated 2nd
Despatched 10th } June 1916

Received

General No 659
No

Enclosure No. Two

Submits for the approval of Government, two copies of the final proof containing the revised Rules re "The control manufacture custody supply and sale of Stamps

:000:

Copy No. 3292

10 JUN 16
SECTION SR
FILE NO. ~~82446~~ 17913
SERIAL NO. 3

(13

659
Enc 2

Office of the Commissioner of
Stamps in Mysore,
Dated, Bangalore 10 12 June 1916

From

Ramavenkta Rao Esq

Commissioner of Stamps in Mysor

Bangalore

To

V R Thyagaraja Iyer Esq B.A

Secretary to the Government of H. H the

Maharaja of Mysore,

Revenue Department Bangalore

Sir

Adverting to correspondence ending with your letter No. 3506/S R 176-13-2 dated 23rd January 1916 I have the honor to submit herewith for the approval of Government two copies of the final proof containing the revised Rules re the control manufacture custody supply and sale of Stamps

I have the honor to be

Sir

Your most obedient servan

P. Raghavendra Rao
2.6.16
Commissioner of Stamps
in Mysore.

2-6-16.

RULES FOR THE CONTROL, MANUFACTURE, CUSTODY, SUPPLY AND SALE OF STAMPS OF EVERY DESCRIPTION, NAMELY (1) GENERAL STAMPS USED TO DENOTE THE DUTIES PAYABLE UNDER THE STAMP REGULATION II OF 1900, (2) COURT-FEES STAMPS USED TO DENOTE THE FEE PAYABLE UNDER THE COURT FEES REGULATION III, 1900, (3) COPY STAMPS, (4) THREE PIE PETITION PAPER AND (5) POSTAGE STAMPS.

Administration and Control.

The powers of the Chief Controlling Revenue Authority under the Mysore Stamp and Court fees Regulations are vested in Government.

2. The Inspector General of Registration in Mysore will as *ex-officio* Commissioner of Stamps administer the stamp revenue subject to the control of Government and see that the Stamp Laws and Rules are not evaded

3. The Commissioner of Stamps is entrusted with the supervision of the Stamp Manufactory also

4 The control over the central, branch and local depots is vested in the Commissioner of Stamps as the authority responsible for the Provincial administration of the stamp revenue The Superintendent of Stamps will be subordinate to the Commissioner of Stamps and it will be one of the duties of the former officer to bring to the notice of the latter the fall in the stock of stamps in any local depot below the prescribed amount. The District stamp officer on the other hand should report to the Commissioner of Stamps the failure on the part of the Superintendent of Stamps to speedily comply with their indents. The Commissioner of Stamps will be competent to direct in any particular case, that the supply of stamps to be kept in any particular branch depot shall be equal to the probable demand for three months.

5. The duties connected with the indenting for and the custody and supply of stamps will be performed by the respective District Treasury Officers as *ex-officio* District Stamp Officers.

6. The District Excise Officers and such other officers as Government may determine from time to time will be appointed Inspectors of Stamps under the Commissioner of Stamps. The District Excise Officers are appointed accordingly *ex-officio* Inspectors of Stamps.

Copy of remarks made in tank book.
ಕೆರೆಯ ಬುಕ್ಕಿನಲ್ಲಿ ಮಾಡಿದ ಷರಾಗಳ ನಕಲು

and up to es of full of jungle and free s or not ಟ್ಟಿನಷ್ಟು ಗಿಡ ರೆಗೆ ಪೂರ್ ಡುಗಡಗಳಿಂ ದ್ದರೆ, ಗುಣಿಸಿನ ಳೂ ಇಲ್ಲದೆ ಇಲ್ಲವೋ	Slopes if full and free from ruts turfing if in good order, or otherwise. ಇಳಿಜಾರುಗಳು ಪೂರ್ತಿಯಾಗಿಯೂ ಕೊರಕಲು ಸಗೈರ ಇಲ್ಲದೆ ಇದೆಯೋ ಹುಲ್ಲುಕಟ್ಟು ಸರಿಯಾಗಿದೆಯೋ ಇಲ್ಲವೋ	Revetment in what condition ಕರೆಯಕಟ್ಟೆಗೆ ಕಲ್ಲು ಹಚ್ಚಿರುವದು ಯಾವ ಸ್ಥಿತಿಯಲ್ಲಿದೆ	Sluice in or out of order ತೂಬು ಸರಿಯಾಗಿದೆಯೋ ಇಲ್ಲವೋ	Waste-weir if perfectly secure and free from leaks ಕೋಡಿಯು ವಡಕು ಗಳಿಲ್ಲದೆ ಸಂಪೂರ್ಣವಾಗಿ ಭದ್ರವಾಗಿದೆಯೋ	Condition of subsidiary Works including feeders and distribution channels ಕೆರೆಗೆ ನೀರು ಬರುವ ಮತ್ತು ಕೆರೆಯಿಂದ ನೀರು ಸರಬರಾಯಿ ಆಗುವ ಕಾಲುವೆಗಳೂ ಸೇರಿ ಕಾಮಕಿ ಕೆಲಸಗಳ ಸ್ಥಿತಿ	Signature and remarks ಷರಾಗಳು ಮತ್ತು ದಸ್ತಖತ್ತು
	8	9	10	11	12	13

7 The Commissioner of Stamps (as also each Inspector of Stamps within his jurisdiction) will inspect the record rooms of Civil Criminal and Revenue Courts, with a view to ascertain whether the Stamp Laws and Rules are strictly carried out, and whether any frauds are committed by the omission to deface stamps once used He will also see that the standing orders respecting the indent supply store safe custody and vend of stamps in each district are not violated and that periodical returns are promptly and punctually submitted and tabulated and compiled in his own office for submission to higher authority, whose attention he will invite to any administrative points worthy of notice.

Manufacture of Stamps

8 The Superintendent, Government Press, shall as *ex-officio* Superintendent of the Stamp Manufactory have the custody of the dies and shall be responsible for every detail connected with the manufacture of stamps which shall be carried on under his direct supervision by the Supervisor of the Manufactory

9. The Supervisor of the Manufactory shall furnish security to the extent of Rs. 2,500. (*G. O. No. 8321-2—(F 3-96 dated 19th December 1900.*)

10. The Stamps manufactured are of four descriptions

General Stamps,

Court Fee Stamps,

Receipt Stamps and

Copying stamps.

11. The manufacture of stamps shall be carried on in the presence of the Supervisor of the Manufactory in the room and place set apart for the purpose to and from which there shall be no ingress or egress without the knowledge or permission of the Superintendent Stamp Manufactory.

12. The Supervisor shall receive daily from the Superintendent Stamp Manufactory, the dies required for the day's work, and return them to him the same evening

13. The Superintendent of the Stamp Manufactory shall take prompt steps to supply to the central depot such stamps as may from time to time, be indented for by the Superintendent of Stamps. He shall see that the stamping machinery, plates and dies, and other tools are kept in working order and properly secured All the plain watermarked papers required by the Supervisor of the Manufactory for daily work shall, once a week or oftener, be carefully counted and issued by the Superintendent of Stamps immediately upon receipt of indent from the Supervisor of the Manufactory countersigned by his Superintendent All stamp papers and labels shall be handed over once a week or oftener, together with all such as are damaged to the Superintendent of Stamps due acknowledgments being obtained for every delivery Not more than 2,500 rupees worth of manufactured stamps shall be kept as balance in the hands of the Supervisor, all excess not delivered at the central depot being secured in the manufactory under the joint lock of the Superintendent, Stamp Manufactory and the Supervisor (*Fl. 3720-3—S. R. 157-07-2, dated 29th January 1908.*)

14. One uniform colour shall be used when stamping cheque books with One Anna Stamp

15 The stamps manufactured shall be carefully counted by the Supervisor and assorted in packets of uniform size containing the number prescribed for different values and for different kinds and the packets shall before transmission to the central depot be duly sealed and signed by the Superintendent Stamp Manufactory and the Supervisor

16 Documents presented to be stamped on the application of parties shall be accompanied by a receipt from the Superintendent of Stamps for the full value of the stamps to be impressed. The stamping of these documents shall be attended to at once and in priority to all other work.

17. The following registers shall be maintained by the Supervisor of the Manufactory

I Register of water marked papers received from the stores of the stock branch.

II Register of indents for manufactured stamps received from the Superintendent of Stamps.

III Progress register of manufacture

IV Invoice book.

V Register of damaged stamps.

VI Register of damaged paper

VII Register of private documents and check books impressed.

18. The Assistant Comptroller in charge of the State Huzur Treasury shall, as *ex-officio* Superintendent of Stamps, have the custody and be in charge of the counterstamping and issue of stamped papers of every description He shall also have custody of plain watermarked paper of all descriptions including the three pie petition paper

19. The cases containing watermarked paper of different descriptions shall, as soon as possible after their receipt, be opened, one by one, by the Store-keeper and the contents thereof examined and counted in the presence of the Superintendent of Stamps, and classified and assorted into packets of 500 sheets each in the case of paper for general and copying stamps and of 100 sheets each in the case of paper for Court-Fee Labels and Receipt Stamps. The petition paper shall be in packets of 480 sheets After such classification and assortment the papers shall be brought to account, duly sealed in the presence of the Superintendent of Stamps, and placed in proper almirahs secured in a strong room under the joint lock and key of himself and the Store-keeper

20 No fresh cases of paper shall be opened until the contents of those already opened have been counted, brought to account and placed in stock as aforesaid, and no papers shall be issued for the manufacture of stamps except such as have been counted, brought to account and placed in stock

21 Issues of watermarked paper for the manufacture of stamps shall be in packets of 500 sheets each for general and copying stamps and of 100 sheets each for Court-Fee Stamps and Receipt Stamps.

22. The store-keeper shall furnish security to the extent of Rs. 1,000 and shall maintain the following registers connected with the stock branch

I Invoice registers for water-marked paper
II Stock registers of water-marked paper
III Registers of papers issued for manufacture of stamps.
IV Registers of papers found damaged on examination of invoice (I).

Custody and supply of Stamps

23. In connection with the custody and supply of manufactured stamps there shall be—

(1) A central depot at Bangalore.
(2) District and Taluk Depots at the various headquarters of districts and taluks.

24. The Superintendent of Stamps shall be in charge of the central depot for stamps of all descriptions.

25. There shall be maintained in the central depot at all times a stock of stamps under each head sufficient for two years' consumption.

26. The Deputy Commissioners Treasury Department, and the Amildars in charge of taluk treasuries shall be in charge of the District and Taluk Depots, respectively The district and taluk officials employed therein, as well as all persons licensed to sell stamps, shall be under the control of the Deputy Commissioners, who are responsible for the safe custody of all stamps received in the District and Taluk Depots, and shall duly account for all such stamps and for the revenue realised therefrom.

27. The Deputy Commissioners of Districts, Treasury Department, shall prepare and transmit to the Superintendent of Stamps, not later than the 31st December in each year, indents for the supply of the various descriptions of stamps needed for the following official year, commencing from the 1st of July. The Superintendent shall thereupon prepare a general consolidated indent and forward a copy of the same to the Superintendent, Stamp Manufactory, for his information so as to reach him not later than the 1st June following.

28. It shall be the duty of the Superintendent to keep the District Depots regularly supplied with stamps on indents† received, and to take charge of the stamps brought from the Stamp Manufactory.

Five of each kind
One for general stamps
Court-Fee labels
Receipt stamps
Copying paper and
Three pie petition paper

† NOTE—Those indents should be forwarded once a quarter so as to reach the Stamp Superintendent's Office not later than the dates specified below :—

Mysore & Chitaldrug	1st January,	1st April,	1st July, & 1st October
Bangalore & Shimoga	1st February,	1st May,	1st August & 1st November
Kadur, Tumkur, Kolar & Hassan	1st March,	1st June,	1st September, & 1st December

Small indents for stamps exhausted by an abnormal and unforeseen demand will however, be complied with when occasions arise. (Stamp Superintendent's Circular No. 3, dated 1st July 1906).

29. Immediately after the receipt of stamps from the stamp manufactory, they shall be counted and made up into sealed packets of prescribed sizes containing the prescribed number of sheets, and they shall be placed in proper receptacles in the treasury strong room, free from contact with any of the walls. The receptacles shall be secured by Chubbs' locks, the keys of which shall be in the sole custody of the Superintendent of Stamps.

30. The Superintendent of Stamps shall be responsible that all precautions are taken to prevent damage being caused to the stamps under his care by white ants or other vermin.

31. Stamps shall not be taken out or counted over for counter-stamping except in the presence of both the Superintendent and the Supervisor. The number and value of the stamps taken out of the double lock store for counterstamping shall be entered at the time of issue in the proper store register by the Supervisor of the central depot in whose presence all counterstamping shall be effected.

32. Such of the stamps as have been counterstamped during the day, but not despatched to the districts, and also the stamps, if any, remaining to be counterstamped, shall be deposited the same evening in the treasury for safe custody till the ensuing morning in a box properly sealed, of which the key shall be with the Supervisor

33. At the end of each day s work the counterstamping dies etc., shall also be sealed and deposited in the treasury for safe custody to be re-issued the next morning for work

34. The Supervisor of the central depot shall furnish security to the extent of Rs. 3,000 and shall, under the immediate orders of the Superintendent, attend to the counterstamping, counting, and despatch, duly sealed, of all stamps as well as petition paper intended for the District and Taluk Depots, and shall be *ex-officio* vendor of Court-Fee stamps of the value of Rs. 50 and above and transfer stamps and foreign bill labels.

N.B.—Notarial stamps are supplied, on indent, to the Hon'ble the Resident's Treasury Bangalore for sale in the Civil and Military Station

35. The following registers shall be maintained by the Supervisor of the central depot

I Stock register of stamp papers.

II Register of damaged stamp papers

III Progress register of issues.

IV Register of Private documents and cheque books impressed.

36. Each District Depot shall obtain from the Superintendent of Stamps and maintain at all times a supply sufficient for the requirements of the whole district for at least six months, and shall supply stamps on indents to the Taluk Depots Each Taluk Depot shall maintain at least a three months supply The officers in charge of the District and Taluk Depots shall see that the licensed vendors are regularly supplied with stamps on indents prepared in the prescribed form, and shall periodically examine the accounts, registers etc which have to be maintained by these vendors.

District or Local Depots

37 As soon as the number of stamps in the local depot falls below the number issued from the depot in the preceding six months the officer in charge of the depot shall prepare an indent in the prescribed form for a supply equal to the probable consumption of three months. The indent shall show in separate columns for each denomination of stamps of which a supply is required the total of the balance in the local depot and any branch depots subordinate to it, the quantity sold in the preceding six months, and the quantity indented for which should be approximately one-half of the quantity sold in the preceding six months Separate forms shall be used for each kind of stamps.

38. In the case of adhesive stamps, the indents should be for full sheets and not for spare labels. In the case of stamped papers they should be for whole packets and bundles unless smaller quantities will suffice. The adhesive labels are 18 in a sheet, excepting receipt stamps which are 64 in a sheet. General stamp papers of low value from one anna to one rupee are in packets of 1 500 each Those of higher values are in packets of 500 papers containing bundles of 50 each. Court-fees stamp papers are kept in the same way Copy stamps are kept in bundles of 500 each while petition papers are kept in bundles of 480 each

39. As soon as possible after the arrival of a supply of stamps from the central depot, the officer in charge of the local depot shall personally examine the outward appearance of the boxes or packets and satisfy himself that they bear no marks of having been tampered with. He shall then have the boxes or packets opened in his presence and the contents of each box or packet counted either by himself or in his presence, immediately on its being opened and checked with the invoice for partial indent placed in it At the headquarters of a district where the treasury is the local depot the boxes or packets should invariably be placed immediately on arrival in the strong room of the treasury and there opened one at a time in the presence of the Treasury Officer, who must be present all the time the boxes or packets are being opened, and their contents examined and counted. In no case must a second box or packet be opened until the contents of the first have been completely examined and verified and placed in the proper receptacles as required by Rule 42 The Treasury Officer shall compare the entries in these partial invoices with the entrie in the final invoice which shall be forwarded to him as soon as the full supply is despatched from the central depot and return the latter to the Superintendent of Stamps not later than 7 days after its receipt by him, after duly completing the acknowledgment form printed thereunder (Stamp Superintendent s Cir Nc I dated 1st July 1892)

40 The detailed counting of stamps received in a local depot should be made by the officer in charge with his own hands The officer in charge is responsible for observing these instructions and for satisfying himself as to the number of stamps received before signing the receipt

NOTE.—For branch depots the figures of the latest periodical return received at the local depot showing details of stamp balances may be used for the purpose of calculating the total required for entry in each column

41. If any of the stamps received are found to be unfit for issue they should be at once returned to the Superintendent of Stamps Stamps which are, through any accident, rendered unfit for issue at any time after receipt should be similarly returned as soon as their unfitness is discovered. The necessary entries on account of stamps so returned should be made in the monthly statement (Rule 69) and in the *plus* and *minus* memoranda (Rule 62)

42. Immediately after the stamps received have been counted they shall be placed in proper receptacles in the store under double lock in the presence of the officer in charge, arranged in parcels and packets containing known quantities, the amount and value of each denomination being entered at the same time in a register maintained to show the receipts and issues to and from the store under double lock. These entries shall be checked by the officer in charge at the time the stamps are deposited, and the correctness of the arithmetical calculations of additions to balance, as well as of the values compared with quantities,* shall be verified and initialled by him at the time. The register shall then be placed with the stamps in the double lock receptacles and shall not be removed therefrom, nor shall any entries be allowed to be made therein except in the presence of the officer in charge

43. The treasurer shall be the *ex-officio* vendor of all descriptions of stamps in each local depot. Sales to the public or to licensed vendors shall not be made direct from the stores under double lock. Such sales will be made by the *ex-officio* vendor from the supply entrusted to him for this purpose, to be kept by him under single lock, as prescribed in the following rules.

44. The stock to be made over to the *ex-officio* vendor to be kept by him under single lock should ordinarily be sufficient for the probable demand of one month. The *ex-officio* vendor will maintain a register of receipts and issues from single lock in the same form as the double lock register, and on a fixed date near the beginning of each month he will prepare an indent for the quantity required for the month in a form showing the balances in his hands, an average month's consumption and the quantity required. When this indent is presented to the officer in charge, he will examine the single lock register check the correctness of the arithmetical calculations made therein and compare the balance shown with the actual balance in the *ex officio* vendor's hands. If he approves the indent, he shall then give out the quantity required from the store under double lock, check the correctness of the entries made in the double lock register see that they correspond with those made in the single lock register initial both registers and return the double lock register into the double lock store The same procedure shall be followed if any stamps should be required at any intermediate date. The Government may reduce the period of one month mentioned in this rule to one week, or any other period less than month if they consider this desirable, with reference to the amount of the treasurer's security or for any other reason

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N.B.—In all cases where stamp registers have to be checked, the actual check of quantities against values is a very important one, the correctness of the calculation of value must be tested in detail either by actual multiplication or by use of correctly prepared tables, and this check should never be omitted. This remark applies also to such of the following rules as prescribe a check of this kind. It is not necessary that the complete checking should be done by the officer himself. It will be sufficient if the officer personally checks 10 per cent of the entries in each class of stamps, leaving the remaining entries in each class to be checked by a subordinate under his supervision.